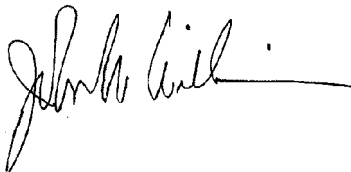


**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice AS-1991****For:** State Offices**Contracting Officer Training****Approved by:** Acting Deputy Administrator, Management**1 Overview****A****Background**

Contracting officers are required to obtain 40 hours of procurement maintenance training every 3 years to retain their contracting authority. Each year, MSD has arranged the training to ensure that those that need the training have an opportunity to attend.

**B****Purpose**

This notice notifies State Offices that MSD has scheduled Advanced Simplified Acquisition Training from May 24 through May 28, 1999.

**2 Training Class Participants, Tentative Date, and Location****A****Participants**

See this table for a list of contracting officers needing maintenance training.

State Office	Participants
Alabama	Verdell Zeigler
Arkansas	Karen Petrus
California	Nathan Maragoni Robert Reed, II
Georgia	Kula Moore

Continued on the next page

**Disposal Date**

October 1, 1999

**Distribution**

State Offices

4-22-99

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## 2 Training Class Participants, Tentative Date, and Location (Continued)

### A Participants (Continued)

State Office	Participants
Hawaii	Herman Miller, Jr.
Iowa	Debra Trowbridge Dennis Olson
Idaho	Bruce Bradshaw
Indiana	Michael Mattingly
Kentucky	Anna Conner A. Michele Witt
Louisiana	Fren Allen Christine Normand
Maine	Calvin Henderson Steven Taylor
Michigan	Clem Geigher
Minnesota	Doug Grove
Missouri	Michael Arnold
Montana	Linda Itoh
North Carolina	Karen Davis
North Dakota	Eugene Kautzman Gary Hodgins Charles Kreps
New Jersey	Mary Lou Tilton
New Mexico	Leo Luna
Nevada	Carolyn Metzka
Oklahoma	Linda Wingo F. Phillip Estes
Oregon	Roger Tresham
South Carolina	C. Christine Price
South Dakota	Joan Dammann
Texas	Robert Neal, Jr.
West Virginia	Clifford Sypolt

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### 2 Training Class Participants, Tentative Date, and Location (Continued)

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#### B

##### **Confirm Attendance**

There are approximately 35 spaces available for the training. MSD needs to know by May 5, 1999, if the employees in subparagraph A are able to attend. If MSD is not notified, the space will be made available to other State Office administrative personnel on a first-come, first-served basis.

**Note:** Each State Office should have no more than 2 contracting officers attend the training.

To reserve a space, call Diane M. Cudd, MSD, at 202-690-1061.

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#### C

##### **Training Location**

A location has not yet been determined, but will be done as soon as the list of participants is finalized so MSD can evaluate training locations based on the participant's originating point and choose the location which is the best value.

As soon as the training course arrangements are final, a notice will be sent to all participants with the information necessary to make travel arrangements.

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